

UCD School of Physics Outreach Privacy Statement

University College Dublin and the UCD School of Physics takes privacy seriously. Our students, teachers, schools and members of the public who engage in our outreach activities are extremely important to us.

This statement outlines the types of participants' data we collect and hold. By providing any personal data to School of Physics, you agree to our use of such data in accordance with this privacy statement. Registration information is provided to UCD by the registrant directly when registering their interest to attend our events. Information requested will include email addresses and name details.

Your data is used by us for several interdependent purposes;

- To keep you up to date with events and UCD prospectus materials.
- Administrative purposes to register your interest in an event.
- Communications with you regarding these events you have registered for.
- Internal School of Physics reporting of numbers of attendees who attended our events.

Outreach events are held using Zoom, UCD's chosen communication platform for webinars.

We will use outreach information, in aggregate, to evaluate the impact of our events; for future planning; and for school accreditation purposes.

We aim to be clear when we collect your personal information, and not do anything you would not reasonably expect us to do with your registration information.

About UCD Outreach

School of Physics outreach work is central to UCD's mission and vision in building up a supportive and inclusive community of students, faculty and staff, alumni and the wider general public. We will work together to make UCD an attractive, friendly and accessible environment, ensuring both the physical and digital campus is welcoming, state of the art, and safe, and that services are responsive to the needs of all those who use them. We do this by offering a range of outreach events such as Open Days and Summer Schools. The School of Physics advertises outreach events through UCD's relationship with students and schools signed up to the MyUCD portal.

To achieve our goals, the University maintains a database that contains personal data such as email addresses and names collected by the University for recruitment and dissemination of UCD prospectus materials purposes.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at physics@ucd.ie.

Your Choices

We will always respect a request by you to stop processing your personal data and will hold individual level data for only as long as we have your consent.

You can choose which type of information you would like to receive from UCD School of Physics and MyUCD and we will ensure that we only use your personal information to contact you with information that is relevant to you.

You can change your marketing and contact preferences at any time by contacting us at physics@ucd.ie.

How we protect your data

All personal information is treated confidentially and with respect for the benefit of the University and its members in accordance with the Data Protection Act and GDPR.

Any personal information we obtain will be held securely on the MyUCD database. We take appropriate steps to ensure that we only record and store information, which is relevant, that we keep securely, that is accurate and up to date. Zoom registration details are held on a EU based server and deleted by us 30 days after our online event.

Personal information will not be disclosed to external organisations, and we do not sell your personal data to third parties under any circumstances.

Your Rights

You have the right to:

- Ask Us For Access To, Or Rectification Of Your Data Held On MyUCD Databases.
- Restrict Processing (Pending Correction Or Deletion).
- Object To Communications or processing in general.
- Opt-Out At Any Stage By Emailing physics@ucd.ie.

If you have concerns about UCD's use of your data you can contact UCD's Data Protection Officer at gdpr@ucd.ie.

If you are not satisfied, you have the right to lodge a complaint with the Irish Data Protection Commission at <https://www.dataprotection.ie/>.